

JOB OPPORTUNITY BULLETIN

LEGISLATIVE COUNSEL BUREAU LEGISLATIVE DATA CENTER



POSITION:

INFORMATION TECHNOLOGY SPECIALIST I, RANGE D OR E (6DP026) **(EQUIVALENT TO: ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST) OR STAFF** **INFORMATION SYSTEMS ANALYST (SPECIALIST))**

JOB LOCATION: SACRAMENTO, CALIFORNIA

SALARY RANGE D: \$4,319 - \$5,250

FINAL FILING DATE: JULY 7, 2006

SALARY RANGE E: \$4,734 - \$5,756

DUTIES AND RESPONSIBILITIES: Under the general direction of the Chief Deputy Directors of the Legislative Data Center (LDC), the incumbent performs complex analytical work to meet the goals and objectives of the LDC Strategic Plan. The incumbent acts as the strategic plan coordinator, utilizing team facilitation and project management techniques to streamline the strategic planning process and implementation of the action plans for LDC management. The incumbent is responsible for coordinating, facilitating, communicating, and documenting the planning process; monitoring, managing, compiling, and tracking all action plans, activities, and accomplishments that the strategic planning teams deliver. The incumbent meets with LDC management in determining strategic and tactical needs to facilitate the success of the LDC Strategic Plan, including organizational performance metrics reporting. This position will coordinate the “big picture” of the strategic planning process and assure maximum effectiveness, synergy, and synchronization of the LDC’s strategic goals, strategies, objectives, and action plans.

WHO MAY APPLY: Applicants need not be a current or former State employee nor be on a State exam list to apply, but need to meet the Minimum Qualifications listed below. Under the LDC position-specific selection program, candidates do not have to be on a State list in order to apply. LDC may use this selection process for up to one year to fill other vacancies, where job-related knowledge, skills, abilities and behaviors are the same or substantially similar to this advertised position. Applications will be screened and interviews scheduled for those candidates possessing the best qualifications and experience. Subject to SROA/Surplus.

HOW TO APPLY: Submit a standard state application and resume to the Legislative Counsel Bureau Personnel Office, Attn: L. Snow, 925 L Street, Suite 900, Sacramento, CA 95814. Applications must be received in the personnel office by 5:00 p.m., Friday, July 7, 2006, or be postmarked by this date. Please include 6DP026 after the position title on your application and note how you heard about this position. Technical questions regarding the position may be directed to Tracy Fong at (916) 341-8750. Questions regarding the application process may be directed to Personnel at (916) 341-8330.

MINIMUM QUALIFICATIONS FOR BOTH LEVELS: Knowledge of fundamental project management best practices to schedule, track, resource, and deliver the strategic planning requirements. Knowledge of teaching and training methods and techniques to instruct LDC management and stakeholders on strategic planning process, updates, modifications and progress. Ability to write clear and concise analyses, reports, processes, procedures, and correspondence using appropriate business and technical vocabulary and proper grammar and construction, to fully document LDC’s strategic planning requirements and deliverables. Ability to design, develop, and present visual presentations using automated computerized presentation tools to inform stakeholders and LDC management of strategic planning issues, tools, status, modifications and proposals. Ability to facilitate meetings, and establish and maintain cooperative working relationships with stakeholders to produce the assigned work products by due dates as directed by LDC management. Strong computer skills,

SEE REVERSE FOR ADDITIONAL INFORMATION

including accessing and maintaining documents on shared drives and websites. Experience using Microsoft Office products such as Word, Excel, and Outlook. Strong oral and written communication skills to effectively communicate with management, team members, and peers. Ability to prioritize work and take direction as prescribed by LDC management. Ability to complete required work by the agreed-upon due dates with the utmost accuracy. Ability to provide professional, diplomatic, and courteous responses to those involved in the strategic planning process. Ability to analyze data and situations, reason logically and creatively, draw valid conclusions, develop effective solutions, and use a variety of analytical techniques to resolve problems. Ability to anticipate problems and concerns, propose solutions and corrective action plans, and report pending issues to LDC management, as necessary. Ability to adapt communications to conform to the varied stakeholders and organizational structure of the LDC. Ability to collaborate with LDC stakeholders and management to gain necessary perspectives into the strategic planning process and to secure assistance in implementing decisions that result from those collaborations.

DESIRABLE QUALIFICATIONS FOR BOTH LEVELS: A minimum of two (2) years of experience in strategic planning as a staff analyst or in project management as a project manager or project coordinator. Knowledge of the LDC's business environment and business practices to facilitate strategic planning projects. Knowledge of organizational support practices to provide the levels and types of services required to meet LDC's business requirements. Ability to negotiate solutions across organization boundaries with others including management, team members, and peers to resolve project issues and problems. Ability to integrate processes, policies, standards, and guidelines in developing plans, while working with disparate stakeholders to reach consensus.

SELECTION INFORMATION:

The Legislative Counsel Bureau is an equal opportunity employer to all regardless of race, color, creed, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

OTHER RELATED INFORMATION

The Legislative Counsel Bureau reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

At the conclusion of a selection process, the LCB reserves the right to establish a pool of eligibles comprised of the most qualified candidates who competed in the process. This pool may be used to fill subsequent vacancies, which require substantially similar knowledge, skills, abilities and behaviors. Such pools can be used for a period not to exceed one year from the final filing date of the original selection process.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Legislative Counsel Bureau Personnel Office. The application form (Std. 678) is also available in several formats on the State Personnel Board's website at: <http://www.spb.ca.gov/employment>

THIS IS A COMPETITIVE PROCESS. If you meet the minimum qualifications stated on this bulletin, you may file for this position. Possession of the qualifications does not guarantee inclusion in the selection process. Your performance in the selection process will be compared with the performance of all others who participate in this process, and does not guarantee an appointment to the position.

Interview Scope: If an interview is conducted, in addition to the minimum and desirable qualifications described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.